

TILAK MAHARASHTRA VIDYAPEETH

INTERNAL QUALITY ASSURANCE CELL

Internal Quality Assurance Cell's 20th meeting was held on Wednesday, 27th March 2019 @ 3:00pm.

Following members were present for the meeting:

Honourable Vice Chancellor Dr.Deepak Tilak, Dr.Abhijit Joshi, Dr.Suvarna Sathe, Dr.Madhuri Shelke, Dr.Manjiri Bhalerao, Dr.Prajyakti Bakre, Dr. C. Sunanda Yadav, Dr.Hemant Abhyanagr, Mr.Ramesh Purandare, Mrs.Sarita Sathe, Mrs.Ketaki Ghare & Mrs.Mrunal Vibhute as invitee.

Following members were absent for the meeting:

Dr.Geetali Tilak-Mone, Dr.Pranati Tilak, Mr.Rishikesh Kelkar

Following points were presented and discussed in the meeting:

1. Dr.Abhijit Joshi, IQAC Co-ordinator welcomed all the new members of the IQAC committee as this was the first meeting of this newly constituted committee.
2. Dr.Joshi took a review of the activities done by IQAC in the current academic year. Dr.Suvarna Sathe reminded that Examination software training program is missing from the list as this was conducted in two phases. One was conducted in last academic year and other phase in the current academic year. Dr.Joshi asked Mrs.Ketaki Ghare to take a note of it and collect required documents from the Examination Dept.
3. While taking the review of Research paper publication and Research projects done by faculty members, it was found that many faculty members have not submitted their research work to IQAC therefore number of publications are less in the record. Dr.Manjiri Balerao raised the point that their department has done lot of editing or chapter writing of lots of books and presented many papers in various conferences which is not seen under Research publications. It was explained to the committee that as per AQAR and/or SSR filing guidelines by NAAC there is separate point for Books & Chapters in edited volumes/Books published and conference proceedings and their work is counted under this point. Honourable Vice Chancellor directed to conduct a faculty meeting on Friday, 5th April 2019 for discussing about non-submission of Research publications and projects to IQAC.
4. Dr.Joshi informed all the members that this year onwards AQAR will be filled up online on NAAC portal as per revised format which is already circulated to all the departments. It was also decided to conduct a meeting in the last week of April regarding AQAR and till that time IQAC team will compile data received from departments on monthly basis and list of shortcomings to be prepared before the

meeting in April. He also suggested below mentioned incentive scheme for teaching staff for motivating them to carry out research work and was agreed upon by all the members :

- a. Reimbursement of expenses incurred for publishing research papers in various journal to all the teaching staff. Certain fixed amount can be decided after checking the fees for publications in various journals.
 - b. Incentive may be given to faculty members on successfully completing and submitting research project copy to Lokmanya Tilak Research centre.
 - c. Best research prize may also be given to the best project done among the all the projects done in the Vidyapeeth.
5. Dr.Abhijit Joshi informed members that new UGC API guidelines for the 2018 are available now and can be made applicable now. Honourable Vice Chancellor said that since it's end of year now, implication can be done from next academic year as it will take time for people to understand the changes and prepare new API format which will in turn lead to delay in assessment of staff. It was accepted by all so it was decided to continue with last year's API form.
 6. Discussion on the practices followed by Vidyapeeth was done. Mediclaim policy is one of the best practices of Vidyapeeth. Honourable Vice Chancellor announced that from the next academic year Vidyapeeth is planning to give mediclaim facility to employees on contract role as well. He also informed that free medical checkup of all the employees will be done and he instructed Dr.Madhuri Shelke of Nursing Dept. to schedule a medical checkup of all the staff including Class IV employees to be done as a policy of Vidyapeeth before end April 2019. All the members appreciated the announcements done by Honourable Vice Chancellor.
 7. Discussion was done on MOU/Linkages and collaborations. Dr.Joshi informed members that as per IQAC records 14 new MOU's are done till now. Dr.Suvarna Sathe suggested that previous MOU's should be checked and if any of them is getting expired then we will need to renew the same and suggestion was accepted by all.
 8. Revised fee structure was informed to IQAC which was already approved by Board of Management. A note of the same is taken by all the members.
 9. Details of Budget for the year 2018-19 were given by Mrs.Mrunal Vibhute, Finance Officer. She informed that current year's provision for research work is not completely utilized which will be carried forward & in total Rs.80 lakhs provision is made for the next academic year. It was accepted by all the members.
 10. Discussion was done on the placements of students and Placement Cell was asked to submit their action plan for the placements of outgoing students this year. It was also decided that all departments should submit their placement record to IQAC. Dr.Suvarna Sathe told that it is difficult to get records of students placed off-campus. Honourable Vice Chancellor suggested that information can be collected from the students while filling up convocation form. Dr.Abhyankar suggested that at the same time Alumni registration can also be done. It was decided that Addendum can be given to convocation form and Examination Dept. was ask to work on it.
 11. Dr.Manjiri Bhalerao raised the point about registration of Alumni Association. Honourable Vice Chancellor informed that all the forms have been submitted to

Charity Commissioner Office and registration certificate is awaited. It was decided to open a bank account in the name of 'Proposed Alumni Association of Tilak Maharashtra Vidyapeeth' and membership fees can be collected and deposited to this account.

12. Discussion on the prospectus of next academic year was also done. Honourable Vice Chancellor informed that common pages of the prospectus are ready and programme specific pages will be made by respective departments.
13. Dr.Madhuri Shelke suggested that health check up of students can be done on entry level. It was decided that health check up for students staying in the hostel will be made compulsory. Dr.Joshi suggested that mediclaim policy of these students should also be taken as they are staying away from their home. Honourable Vice Chancellor told that policy premium can be charged in fees or if the students already have the policy copy must be submitted to hostel.
14. Dr.Abhyankar suggested that each department must have one faculty as IQAC coordinator of that department and all such coordinators & IQAC team should have a meeting once in month so that data can easily exchanged and updated time to time. Suggestion was not accepted by all. Then Honourable Vice Chancellor asked IQAC team to have meeting with all HOD's once in quarter.
15. Mr.Ramesh Purandare informed committee he is well aware of the processes and documentation of ISO:9015 and he ready to help Vidyapeeth in whichever way needed.

Sd/-

Prof.(Dr.)Abhijit Joshi
Coordinator
IQAC

sd/-

Dr. Deepak Tilak
Chairman
IQAC

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Action Taken Report

Date of meeting : 27th March 2019

Time: 3.00pm

Sr.No.	Action Topic	Action Taken
1	Non submission of Research projects & publication work of faculty members to IQAC	Faculty meetings were conducted by Research & Development Cell of Vidyapeeth as directed by Hon'ble Vice Chancellor and departments were asked to submit research project details and Publication details to IQAC immediately
2	Compilation of data received from various departments from monthly reports and preapring list of shortcomings	Data received from departments was compiled by IQAC team and list of shortcomings were prepared. The same was handed over to HOD of respective department in HOD meeting held by Hon'ble Vice Chancellor and Acting Registrar on 19th June 2019.
3	Free medical check-up to be carried out for all the employess of vidaypeeth including class IV before April 2019	Medical check up of all the employess was done on 2nd April 2019 in association with Noble Hospital and reports were haned over the respective employees on 15th April 2019. It was appreciated by all.
4	Modification of Convocation form to be done for collecting information of student progression	Convocation form is modified by Examination Dept. to fetch information of student progression.
5	Updation of Prospectus for the academic year 2019-20	Modification of propsects is complete and prospectus are available with Publication Dept. of Vidaypaeeth.